Effective September 30, 2017, (to be completed by September 30, 2022) the following criminal background checks must be completed on all employees, consultants, or contractors:

- Child abuse and neglect for state
- Sex offender registry check (state or national)
- Fingerprint, to include both State criminal check and FBI criminal check

**Procedure:**

Direct service providers must have a written criminal background check policy and procedure. The policy and procedure must include:

- The name of the specific background check report(s) generated and which of the above criminal background checks are included in each;
- Timelines for initial checks and follow up once every five years; and,
- An internal system for determining hires with findings. In addition, delegates and partners must include the 42 USC 9858f-Criminal Background Checks (Disqualification Factors) in determination for hiring employees, consultants, and contractors. See Clarification for Policy & Procedure 8200.

In the event a direct service provider does not complete the entire criminal background check process prior to hire, the HSPPS allow for the following timeframe:

- **PRIOR** to hiring an employee, consultant, or contractor:
  - Sex offender registry check; and,
  - One set of Fingerprints:
    - State; or
    - FBI

- **WITHIN 90 days** of hire for employee, consultant, and contractor:
  - Whichever fingerprint (state or FBI) requirement that has not been completed; and,
  - State Child Abuse and Neglect state registry

No newly hired employee, consultants, and contractors can be left alone (unsupervised access) with children until all four criminal background screenings are completed.

*For licensed programs, follow annual licensing regulations.*